

(SPONSORING AGENCY LETTERHEAD)

OFFICE SYMBOL

(DATE)

MEMORANDUM FOR HQ USFK, ATTN: FKAQ, UNIT # 15237, APO AP 96205-00100

SUBJECT: Appointment of Responsible Officer (RO) for Contract (Contract Name and Contract Number)

1. In accordance with USFK Reg. 700-19, the following named individual is appointed the RO for the listed contract which has been designated a (an) (invited Contractor or Technical Representative) contract under the US-ROK Status of Forces Agreement (SOFA):

- a. Contract Number: (Full contract number)
- b. Contractor's Name: (name of Contractor)/Company Name
- c. Contract Period of Performance in the ROK: (dates of contract, include base period and all option years)
- d. RO Name: (name of RO) (1 Primary, 1 alternate if possible)
- e. RO Rank/Grade: (rank or grade)
- f. RO SSN: (Social Security Number)
- g. RO Unit Mailing Address: (Unit Address)
- h. RO E-mail address: (E-mail address)
- i. RO Office Phone: (phone number)
- j. RO FAX: (FAX number)
- k. RO DEROS: (DEROS date)

2. The RO has been briefed on their responsibilities and is aware of administrative requirements in USFK Reg. 700-19.

3. POC is (POC name and phone number for the Head of Sponsoring Agency).

SIGNATURE BLOCK
(HEAD OF SPONSORING AGENCY)

CF:
Responsible Officer (RO)